

IDEM	NPDES Facility	
	Compliance Evaluation Inspection Checklist for Class I Semi-Publics Revised 9-6-07	
NPDES Permit #:	Facility Name: _____	Month/Day/Year: _____

All evaluations indicated on this form are based upon the Inspector's observations at the time of the inspection.

A. Receiving Waters Appearance

	1. The receiving stream is visibly:
Yes No N/E N/A	a. Free of excessive deposits of settled solids.
Yes No N/E N/A	b. Free of excessive floating debris, oil, scum, or foam.

B. Effluent Appearance

	1. At the time of the inspection, effluent is essentially:
Yes No N/E N/A	a. Free of excessive solids.
Yes No N/E N/A	b. Free of excessive floating debris, oil, scum, or foam.

C. Permit

Yes No N/E N/A	1. Expired Permit has been administratively extended.
Yes No N/E N/A	2. The permit has been properly transferred.
Yes No N/E N/A	3. Receiving waters are accurately described in permit.

D. SSO (Sewer Overflow)

Yes No N/E N/A	1. Facility has met SSO reporting requirements. (see table page 3)
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E. Facility/Site

Yes No N/E N/A	1. Facility has standby power or equivalent provision.
Yes No N/E N/A	2. An adequate alarm or notification system for power or equipment failure is available.
Yes No N/E N/A	3. Facility grounds are maintained in a manner which allows adequate access and/or view of all units.

F. Operation

	1. All facilities and systems necessary for achieving compliance with the terms and conditions of the permit are operated in a manner consistent with the following:
Yes No N/E N/A	a. All facilities and systems are operated efficiently.
Yes No N/E N/A	b. An adequate, qualified operating staff is provided to carry out the operation of the facility.
Yes No N/E N/A	2. Sufficient sludge is wasted from treatment system at proper time intervals to maintain process efficiency.

G. Maintenance

Yes No N/E N/A	1. All facilities and systems are adequately maintained.
Yes No N/E N/A	2. Lift station inspections are adequate.
Yes No N/E N/A	3. Lift station cleaning and maintenance procedures are adequate.
Yes No N/E N/A	4. Collection system maintenance is adequate.

H. Sludge Disposal

Yes No N/E N/A	1. Sludges, screenings, and slurries are properly handled and disposed of.
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I. Self-Monitoring Program

Yes	No	N/E	N/A	1. Samples are taken at pre-designated locations.
Yes	No	N/E	N/A	2. Samples are representative.
Yes	No	N/E	N/A	3. Facility conducts sampling and analyses on parameters and wastestreams specified in the permit.
Yes	No	N/E	N/A	4. Facility conducts sampling and analyses of types and at frequencies specified in the permit.
				5. Sample collection procedures include:
Yes	No	N/E	N/A	a. Samples are refrigerated during compositing.
Yes	No	N/E	N/A	b. Proper preservation techniques are used.
Yes	No	N/E	N/A	c. Containers and holding times conform to 40 CFR 136.3.
				6. Sampling and analysis data include:
Yes	No	N/E	N/A	a. Dates, times, and location of sampling.
Yes	No	N/E	N/A	b. Name of individual performing sampling.
Yes	No	N/E	N/A	c. Adequate on site testing data and bench sheets

J. Flow Measurement

Yes	No	N/E	N/A	1. Flow is properly monitored as required by the permit.
Yes	No	N/E	N/A	2. Calibration records are available for review.
Yes	No	N/E	N/A	3. Effluent flow is used in calculating effluent loadings.

K. Laboratory

Yes	No	N/E	N/A	1. Approved analytical methods used as required by permit.
Yes	No	N/E	N/A	2. Calibration and maintenance of instruments and equipment is satisfactory.
Yes	No	N/E	N/A	3. QA and QC procedures are adequate.
				4. Commercial Laboratory Used:
				Laboratory Name: _____
				Laboratory Address: _____
				Laboratory Contact: _____
				Laboratory Phone: _____
Yes	No	N/E	N/A	Chain-of-Custody procedures followed.

L. Records/Reports

Yes	No	N/E	N/A	1. Records and reports are maintained and available as required by permit.
Yes	No	N/E	N/A	2. Information is maintained for 3 years.
				3. DMRs and MROs are completed properly and accurately.
Yes	No	N/E	N/A	a. "No Ex" column is accurate.
Yes	No	N/E	N/A	b. Signatory requirements are met.
Yes	No	N/E	N/A	c. Reports are prepared by or under the direction of a certified operator.
Yes	No	N/E	N/A	4. Daily operations logs are available for review.

M. Compliance Schedules

Yes	No	N/E	N/A	1. Monitoring milestones in the Schedule of Compliance have been met.
Yes	No	N/E	N/A	2. Reporting milestones in the Schedule of Compliance have been met.

N. Pretreatment

Yes	No	N/E	N/A	1. The facility operates without significant interference from industrial or commercial discharges.
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O. Summary of Monitoring Records Review

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Comments Regarding Evaluations